

MESSAGE APPROVED FOR RELEASE BY

DIRECTOR, HUMAN RESOURCES OFFICE BEAUFORT "TRI-COMMAND"

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HOW CIVIL SERVICE JOBS ARE FILLED

When filled through competitive procedures, civil service positions at MCRD Parris Island, Naval Dental Center Parris Island, 6th Marine Corps Recruiting District, the Marine Corps Air Station Beaufort and Naval Hospital Beaufort, are recruited for either through the Dept of Navy RESUMIX system or through the U.S. Office of Personnel Management's Delegated Examining Unit (DEU) system.

ABOUT RESUMIX

Recruitment through RESUMIX is almost always used when it is believed that there is a pool of eligible and qualified applicants who are already in the Federal civil service or who are eligible to be appointed to Federal civil service.

RESUMIX job applications must be submitted electronically via the following website:  
<<http://www.donhr.navy.mil>>.

All positions in the Beaufort SC Navy-Marine Corps Tri-Command are located in the DoN SOUTHEAST region.  
With only rare exceptions, all vacancies are subject to Department of Defense Priority Placement Program (PPP).

The Civil Service Vacancy Listing can be accessed at any time at <<http://www.nhbeaufort.med.navy.mil>> or from computers on the Parris Island LAN at <<http://intranet>> click "Unit Pages", click "Civilian Human Resources, click "Job Vacancies".

RESUMIX GUIDANCE

To ensure that you are considered for positions for which you may be interested, you MUST have an active RESUMIX resume' in the HRSC-SE database at all times! If you need help preparing or submitting your electronic RESUMIX resume', it is recommended that you update your hardcopy resume (SF-171 or equivalent) and find someone who is comfortable using the computer to help you complete the electronic resume' and submit it to HRSC-SE.

Guidance on how to complete and submit a RESUMIX resume' is found at <<http://www.donhr.navy.mil>> (click Jobs, Jobs, Jobs).

Be sure to designate the SPECIFIC SERIES for the position(s) that you would like to be considered for on your RESUMIX resume' on file. To update the position series for which you are interested, you can either modify your RESUMIX resume'; OR, you can notify HRSC-SE of your interest in another position series (without modifying your RESUMIX resume') using the "APPLY NOW" feature on the DoN website (Be sure to click this button twice).

If you already have civil service status, go to the Jobs, Jobs, Jobs link on the [www.donhr.navy.mil](http://www.donhr.navy.mil) website, click SE region, then enter the four-digit series of the position you're interested in. This should generate the open-continuous, Navy job announcement for the type of position you are interested in being considered for.

Be sure to show the LOWEST grade level (or pay rate) that you would be willing to accept, even if it is not the grade level that you would ideally like to have.

RESUMIX resumes are maintained in the HRSC-SE database for one year. Be sure to update your RESUMIX resume' at least once each year so that it is not deleted from the database!!

Review "key words" that may be helpful in preparing your RESUMIX resume' in the government-wide qualification standards for the position series you're interested in. These are located at [www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm) <<http://www.opm.gov/qualifications/index.htm>>.

### [ABOUT OPM'S DELEGATED EXAMINING UNIT \(DEU\)](#)

DEU (or external recruitment) is used to fill civil service jobs that are historically hard-to-fill with current civil service employees or other eligible candidates.

Vacancies being recruited for through OPM Delegated Examining Unit (DEU) are posted on the both of the following websites:

[www.usajobs.opm.gov](http://www.usajobs.opm.gov) <<http://www.usajobs.opm.gov>>

And

[www.donhr.navy.mil](http://www.donhr.navy.mil) <<http://www.donhr.navy.mil>>

Be sure to follow the instructions carefully on how to apply for positions being recruited for through DEU! Laws and regulations concerning veteran's preference apply in external recruitment procedures.

## CURRENT CIVIL SERVICE VACANCIES

**4 Mar 2004**

### **THE DEPARTMENT OF NAVY AND THE UNITED STATES MARINE CORPS SUPPORT FEDERAL MERIT SYSTEM PRINCIPLES (5 USC 2301) AND EQUAL EMPLOYMENT OPPORTUNITY (29 USC) IN HIRING AND FILLING CIVIL SERVICE POSITIONS.**

Consideration of applications and selections will be made without regard to applicant's race, color, national origin, religion, sex, age, marital status, political affiliation, qualified handicapping/disabling condition, or appropriate exercise of protected activity that is prohibited under any law or regulation.

Unless authorized by law or regulation, no preference or advantage will be afforded to any employee or applicant for employment for the purpose of improving or injuring the prospects of any particular person for employment.

The employer shall neither deceive nor willfully obstruct any person with respect to such person's right to compete for employment nor influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment.

[Only vacancies for which selection certificates/resumes have NOT been received are on this listing](#)

#### **MCRD, Parris Island**

Contract Specialist GS-1102-11	RESUMIX \$48,022 - \$62,429 pa
Fire Protection Inspector GS-081-06	RESUMIX \$29,198 - \$37,957 pa
Fire Protection Inspector GS-081-07/08	RESUMIX \$32,447 - \$46,713 pa
Heavy Mobile Equip Repairer WG-5803-08	RESUMIX \$15.56 - \$18.16 ph
Management Analyst GS-343-09	RESUMIX \$39,690 - \$51,599 pa
Motor Vehicle Operator WG-5703-07 PART TIME (30 hrs/wk)	RESUMIX \$14.68 - \$17.12 ph
Small Engine Worker WG-8610-05	RESUMIX and DEU ANN# SE-04-MK-KAP-195241  Closes: 20 Feb \$12.90 - \$15.05 ph

Visual Information Specialist  
GS-1084-07

RESUMIX-Special Recruitment  
Flyer Opens 6 Feb;  
Closes 20 Feb  
\$23,412 - \$34,052 pa

**MCAS, BEAUFORT**

(2) Firefighter  
GS-0081-06

RESUMIX  
\$29,198 - \$37,957 pa

**6th MARINE CORPS DISTRICT**

None

**NAVAL DENTAL CENTER**

None

**NAVAL HOSPITAL**

Health System Specialist  
GS-0640-07  
(Temp Promotion NTE 2 years)

RESUMIX  
\$32,447 - \$42,177 pa